



Administrative Use Only

Petition Type:
Issue (Request) Date:
Submission (Status) Date:
Term and Year:

Class Time Conflict Petition to the Academic Standards Committee

Last Name:	First Name:	UPSID:
Campus mailbox: _____ or mailing address:		
Street: _____		
City: _____	State: _____	Zip: _____
Telephone Number(s):	Email Address:	

I request permission to register for:

Dept./Number/Section	Days/Times	Instructor
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Despite the schedule conflict with:

Dept./Number/Section	Days/Times	Instructor
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I understand my petition will be decided not only in consideration of the arrangements I have made, the burden on the instructors, and the disruption to either class, but also in consideration of the compelling nature of my desired schedule. Therefore, a statement is attached explaining why I am requesting registration in these classes and the arrangements to accommodate the conflict in my schedule and to compensate for the class times I will miss. Additionally, I will request supporting statements from each instructor of the classes for which I am petitioning enrollment despite a time conflict.

Student's Signature	Date
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Instructor Name	Signature	Date
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Instructor Name	Signature	Date
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Academic Standards Committee Decision

	Date
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Processed: _____

PETITION INFORMATION SHEET

What does a student need to submit to have a complete petition that is ready to be reviewed by the ASC?

1. **Petition Cover sheet:** must be filled out completely, including listing the days/times of classes when petitioning a time conflict
2. **Personal Statement:** the personal statement is a required part of the petition. The statement should be written using all the writing skills you would use when submitting a paper in class and it is preferred to be a formally written statement vs an email. The ASC is made up of faculty, staff, and one student representative. When you petition, you are asking for a waiver of university policy, and the ASC wants to know the student takes the request seriously; you can show them you do by submitting a well written personal statement.
 - When petitioning for a **time conflict**, please answer these questions: (1) why do you need the time conflicting classes now rather than take one when it doesn't present a conflict; (2) How do you plan to manage the time conflict and make up the work missed during your absence; and (3) how will you manage this time conflict without creating a disruption amongst your classmates?
 - When petitioning for a **late add**, please explain why you were unable to add the class during the appropriate enrollment period
3. **Supporting Statements:** all petitions can benefit from supporting statements from advisors, instructors, etc. Having a supporting statement tells the ASC that your request was thought out and seen as a good idea by another party and your request is supported by them.

SUPPORTING STATEMENTS REQUIRED for: Time Conflict, Late Adds

Please note that supporting statements for Time Conflicts are required to show the instructor is aware of both the time conflict and the management plan and approves of them both